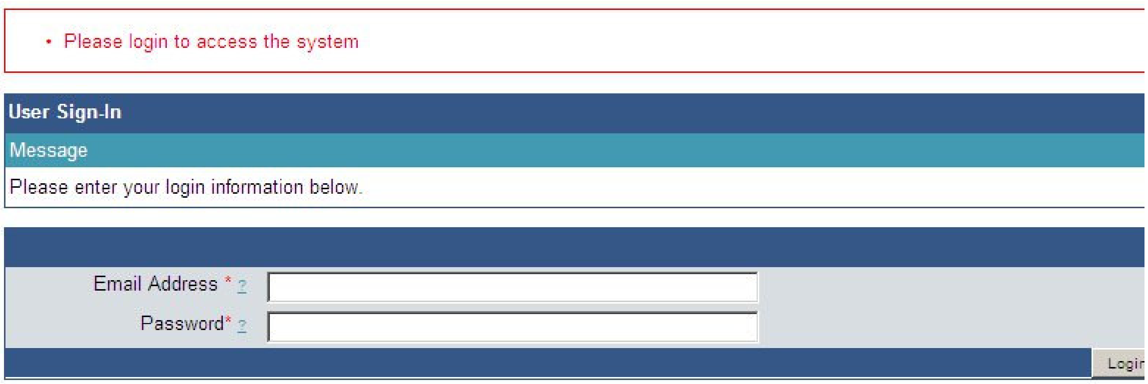
USER GUIDE
FOR
MOSAIQ USERS

Section 1: The Portal

Logging in:

In order to login to the portal you should run Internet Explorer, and enter the following into the address box. "http://<gateway station address>/xecan/login/show.do"

The first thing you see when you go to the portal site in your browser is the portal login screen.



After you log in, you will be sent to the Patient Flow page (If you are using an *administrative account* for multisite clinics you will be brought to the "Manage Clinics & Locations" page instead, please refer to that chapter). You will see a sidebar on the left with a list of commands and a "Patient Flow – Report" on the left. Described below is the list of links in the sidebar and descriptions of what they do and how to use them. (This includes the Patient Flow page that you are currently on.)

At the bottom of the banner, below the logout link is a section called "Clinic and Locations." This section is valuable for managing multiple sites in a hospital or other enterprise. It will always tell you which site portal you are logged into and therefore which site your reports are pertinent for. If you are logged in as an administrative user this section serves the same purpose, although changing from one site to another is easier to do. (Refer to the chapter on *administrative accounts*)

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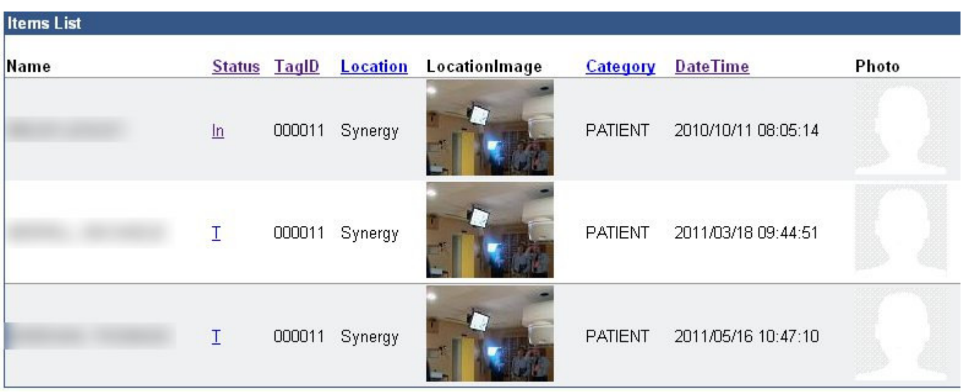
Patient Flow:

This is the page that is used to look up where patients have been, and when they were there.

First you specify a beginning and end date you would like to search. You may either enter the dates by hand or click to select a date with the mouse. You may also limit the type of information you are looking for by selecting a key from the key pull-down window. You may select “Name”, “Location”, or “TagID” from this list. The default is “All” which will find all types of data in the date range. After you specify a type you will want to enter some text to look for in the value box. The match must be EXACT.

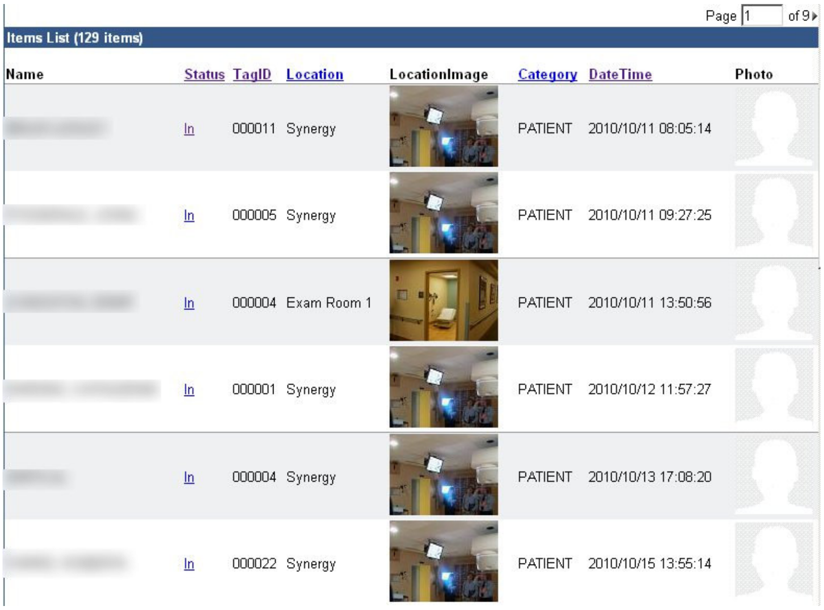
(For example: If you are looking for patients with the TagID “000011” between May 16, 2010 and May 17, 2011 you would enter “05/16/2010” in the first date box and “05/17/2011” in the second date box.. Below that you would change the key to “TagID” and enter “000011” in the Value box. The match must be EXACT so removing any leading zeros will result in no matches.)



The list of data will appear on the lower part of the screen, fifteen entries per page. If there are more than fifteen entries in the search the results list will show how many total entries there are, and on the right you can select which page to view. There are headings for: Name, Status, TagID, Location, Location Image, Category, DateTime, and Photo. Clicking any of those headings will sort by that column and clicking it again will sort by that column in reverse. Name, LocationImage, and Photo columns cannot be used to sort.

Patients can also be tracked individually from this page. If you click on a patient's name the report will show you when and where the patient was in the clinic during the time they were a patient. (In this case the date range does not apply)

The list may also be exported for manipulation elsewhere using the DOWNLOAD button. The file will be exported as a .csv file and can be saved somewhere on your computer hard drive.



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Items List (129 items)

Name	Status	TagID	Location	LocationImage	Category	DateTime	Photo
[illegible]	In	000011	Synergy		PATIENT	2010/10/11 08:05:14	
[illegible]	In	000005	Synergy		PATIENT	2010/10/11 09:27:25	
[illegible]	In	000004	Exam Room 1		PATIENT	2010/10/11 13:50:56	
[illegible]	In	000001	Synergy		PATIENT	2010/10/12 11:57:27	
[illegible]	In	000004	Synergy		PATIENT	2010/10/13 17:08:20	
[illegible]	In	000022	Synergy		PATIENT	2010/10/15 13:55:14	

Description of what the columns mean:

Name: The name of the patient, last name first.

Status: There are three statuses, "Q", "T", and "In"

"Q" means that the patient is in the queue during the time being reported.

"T" means that the patient has been treated during the time being reported.

"In" means that the patient is present.

Note: If a patient's status changes during the time being reported, there will be an entry on the report for the patient for each status they had during the reporting period.

TagID: The ID of the tag the patient is carrying. (This ID can be reassigned after the patient's treatment has concluded.)

Location: The name of the room where the patient was detected.

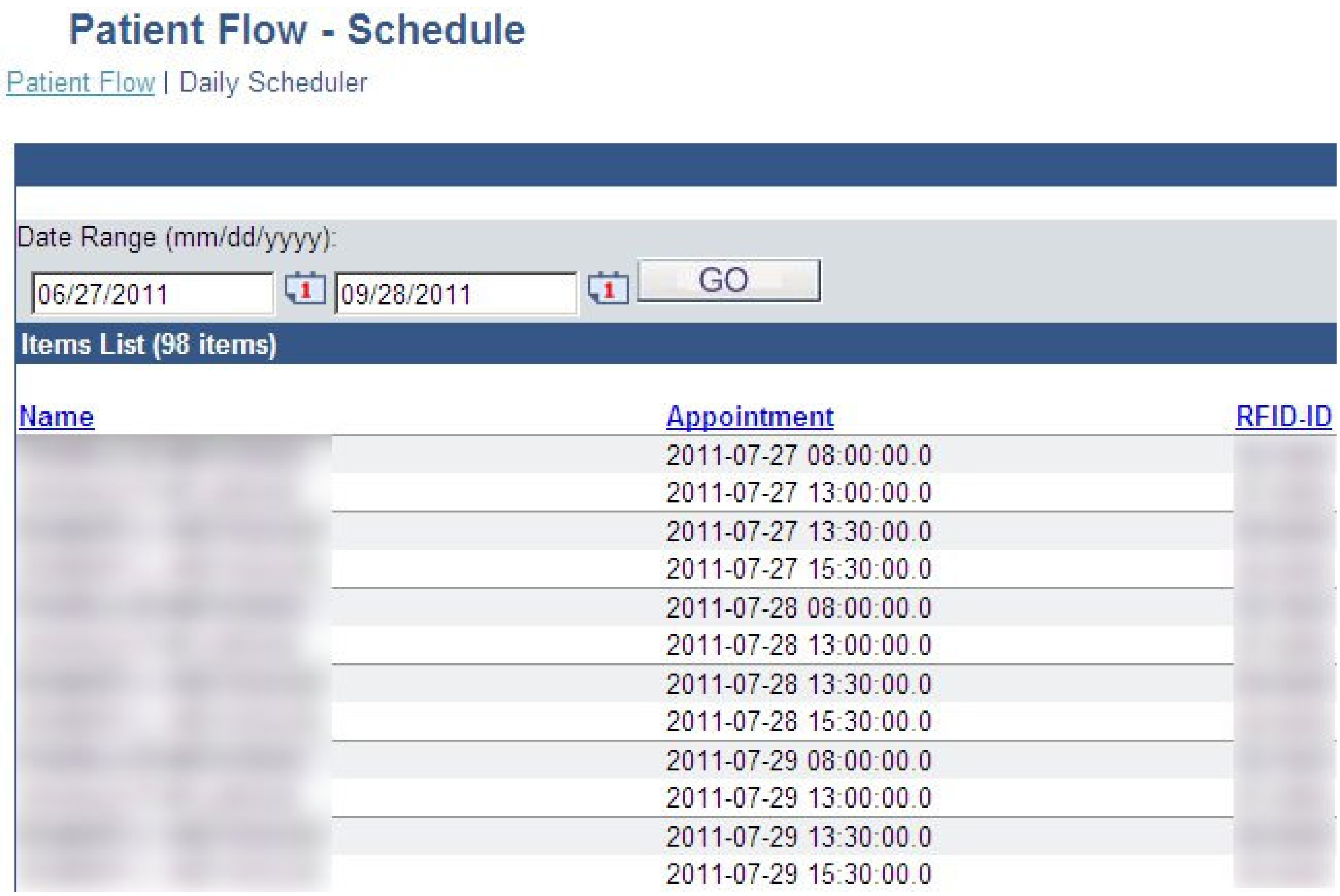
LocationImage: A thumbnail picture of the room shown in the location column.

Category: The classification of person being tracked. Should always be "PATIENT" in Patient Flow searches.

DateTime: The date and time that the patient was detected at that location.

Photo: A picture of the patient being tracked.

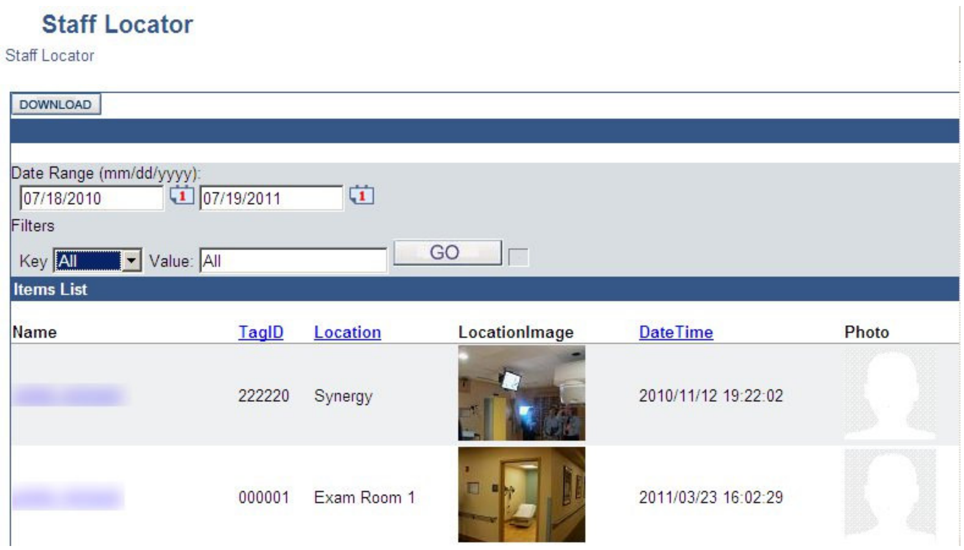
"Patient Flow Schedule" is the counterpart to the "Patient Flow" report described above. Where the "Patient Flow" report describes where patients were detected between the specified times, the "Patient Flow – Schedule" shows when the patients had appointments in the clinic between the specified times in the date range.



Staff Locator:

This feature is used to determine the location of staff during the date range specified.

First you specify a beginning and end date you would like to search. You may either enter the dates by hand or click to select a date with the mouse. You may also limit the type of information you are looking for by selecting a key from the key pull-down window. You may select “Name”, “Location”, or “TagID” from this list. The default is “All” which will find all types of data in the date range. After you specify a type, you will want to enter some text to look for in the value box. The match must be EXACT.



The list of data will appear on the lower part of the screen, fifteen entries per page. If there are more than fifteen entries in the search, the results list will show how many total entries there are and on the right you can select which page to view. There are headings for: Name, TagID, Location, LocationImage, DateTime, and Photo. Clicking any of those headings will sort by that column and clicking it again will sort by that column in reverse. Name, LocationImage and Photo columns cannot be used to sort.

Staff can also be tracked individually from this page. If you click on a staff member’s status the report will show you when and where the staff member was in the clinic during the time they were on the staff. (In this case the date range does not apply)

The list may also be exported for use elsewhere using the DOWNLOAD button. The file will be exported as a .csv file and can be saved somewhere on your hard drive.

Description of what the columns mean:

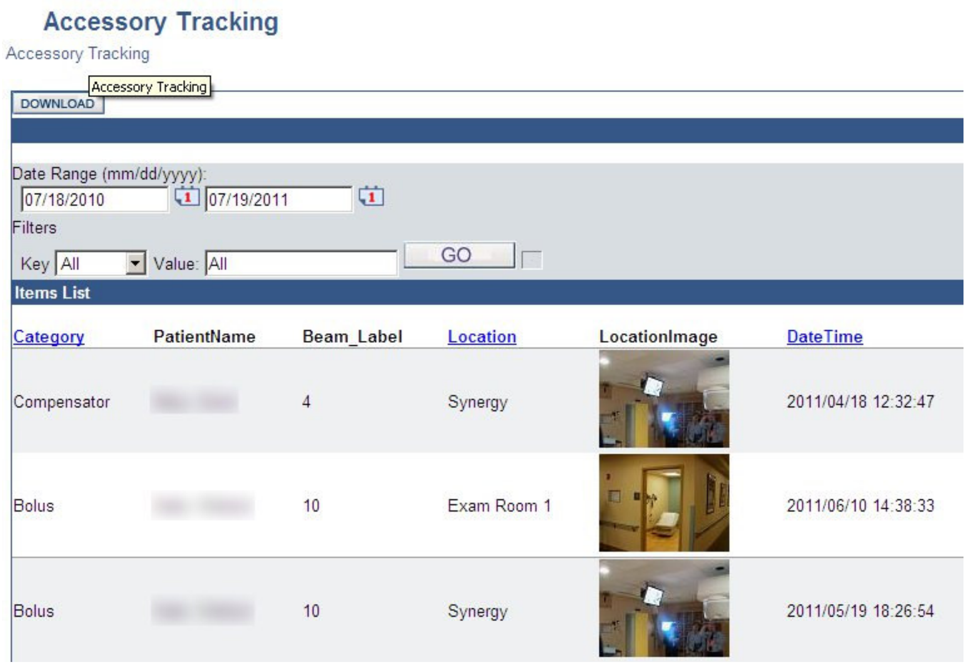
Name:	The name of the employee, last name first.
TagID:	The ID of the tag the employee is carrying. (This ID can be reassigned after the patient’s treatment has concluded.)
Location:	The name of the room where the employee was detected.
LocationImage:	A thumbnail picture of the room shown in the location column.
DateTime:	The date and time that the patient was detected at that location.
Photo:	A picture of the patient being tracked.

Accessory Tracking:

The accessory tracking page is the place to look up where medical accessories (Such as bolus or compensator) have been and when they were there.

First you specify a beginning and end date you would like to search. You may either enter the dates by hand or click to select a date with the mouse. You may also limit the type of information you are looking for by selecting a key from the key pull-down window. You may select “Name”, “Location”, or “TagID” from this list. The default is “All” which will find all types of data in the date range. After you specify a type, you will want to enter some text to look for in the value box. The match must be EXACT.

The list of data will appear on the lower part of the screen, fifteen entries per page. If there are more than fifteen entries in the search, the results list will show how many total entries there are, and on the right you can select which page to view. There are headings for: Category, PatientName, LocationName, Location, Status, and DateTime. Clicking any of those headings will sort by that column, and clicking it again will sort by that column in reverse. PatientName, BeamLabel, and Location columns cannot be used to sort.



Description of what the columns mean:

Category:	Describes the type of device being tracked.
PatientName:	Shows which patient this accessory is assigned to.
Beam_Label:	This indicates the type of radiation beam to be used with this accessory.
LocationName:	The name of the room where the accessory was detected.
Location:	A thumbnail view of the room shown in the Location column.
DateTime:	The date and time that the accessory was detected at that location.

Room Occupancy:

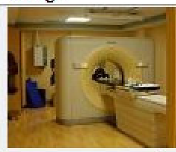
This page is used to see the availability of rooms with readers in real time. (Within a couple of minutes)

Room Occupancy

Room Occupancy

List of Readers ? DOWNLOAD

Items List

Room	Image	Room Status	ReaderID	ReaderHeartBeat
CT Simulator		Available	0000000005	05/19 21:11
Exam Room 1		Available	0000000002	06/17 09:14
Exam Room 2		Available	0000000003	05/19 21:11
Exam Room 3		Available	0000000004	05/19 21:11

Description of what the columns mean:

Room: The name of the room.

Image: A thumbnail view of the room.

Room-Status: Shows whether the room in question is available right now.

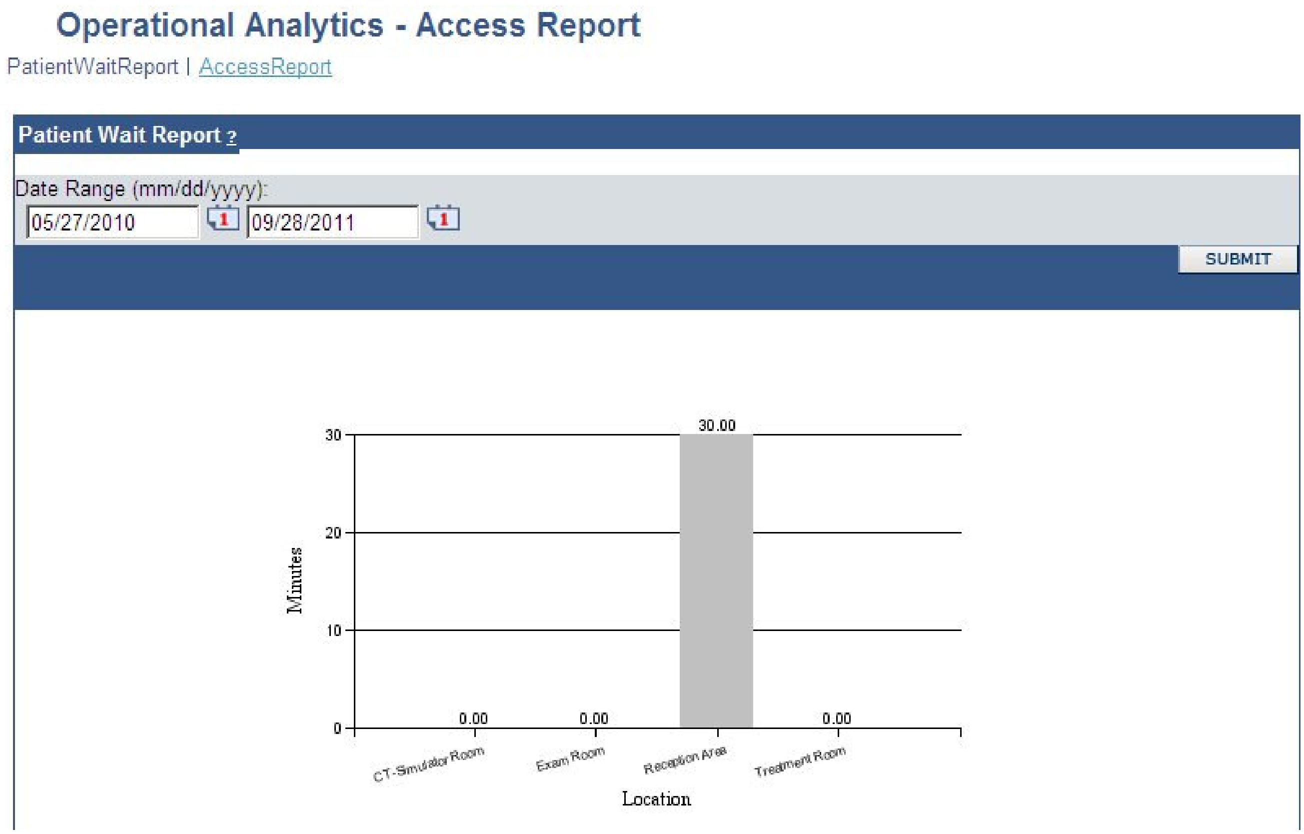
ReaderID: The ID number of the Reader assigned to that room.

ReaderHeartBeat: Shows the time stamp of the last status update from the reader. This should never be more than 5 minutes old.

Operational Analytics

This page is used to display useful management information generated from reader gathered data. Two of the many possible reports are included in the delivered system. They are the “Patient Wait Report”, and “Access Report”. “Patient Wait Report” will tell you what the average amount of time (in minutes) patients spent in each coverage area during their visit for the date range specified. “Access Report” will tell you how many patients were detected in each area covered by a reader during the date range specified.

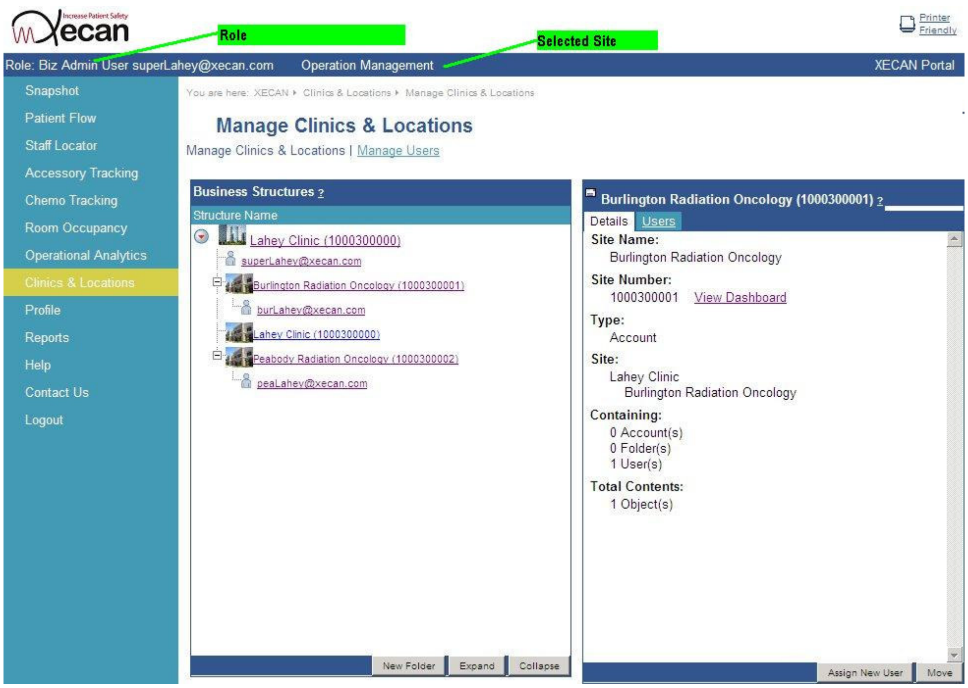
Patient Wait Report procedure: Specify a beginning and end date for the graph you would like to view. You may either enter the dates by hand or click to select a date with the mouse.



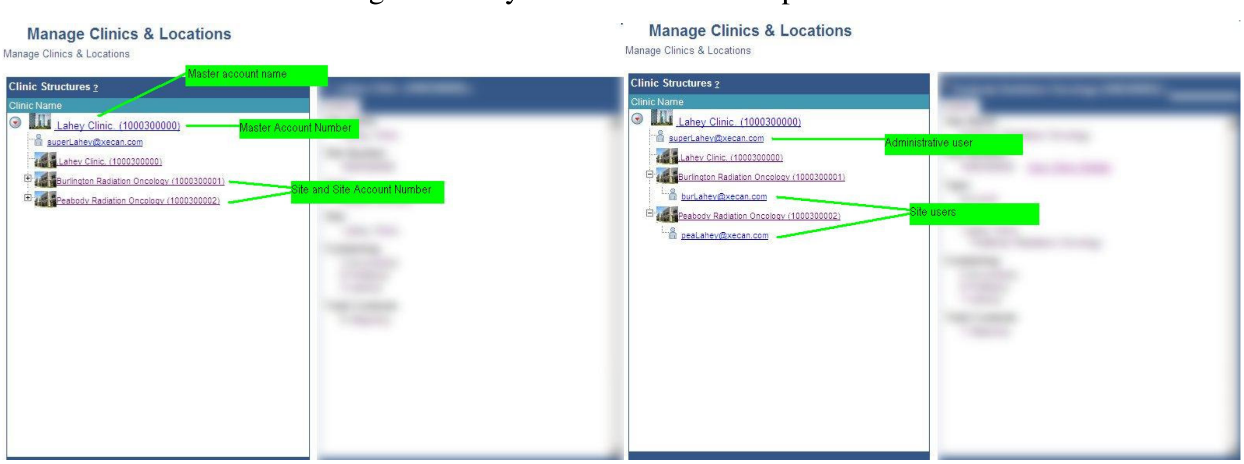
Patient Access Report procedure: First you specify a beginning and end date for the graph you would like to view. You may either enter the dates by hand or click to select a date with the mouse. You may also limit the type of information you are looking for by selecting a key from the key pull-down window. You may select “All” or “AcctNo” from the list. The default is “All” which will graph the number of patients who have visited the various stations for all patients during the date range specified. If you select “AcctNo” then it will show the number of times the patient has visited various stations during the time specified. After you specify a type you will want to enter search words in the value box. The match must be EXACT.

Clinics and Locations

This section is used to manage users and sites within larger enterprises. This section is visible only to users authorized to use it. Users authorized for this section can assign other users to specific clinics and use the "Patient Flow," "Staff Locator," etc. for each site in their enterprise. When an admin logs in there are several things that are different from when an ordinary user logs in. First, the Role Header under the Xecan logo changes to "Biz Admin User" and the text "Operational Management" appears on the same bar which shows that you are currently not viewing any specific site and anything you do will affect the whole organization rather than a specific site.



All of the options on the bar above "Clinics and Locations" only work for users looking at a specific site. If you click on one then you will get a banner reading "In order to use the Clinic Detailed View, you must first select a clinic." Selecting a site so you can view these reports is described below.



In order to select a site so you can view reports you should first click on the name of the site you wish to examine, then you can click on the link labeled "View Clinic Details" in the right

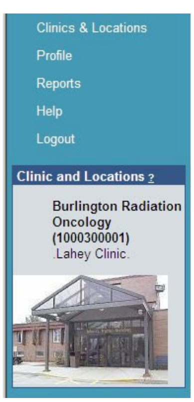
.

While you are examining a site in this way you have access to all of the reporting features that a local user assigned to that site has access to. All of the links on the left banner above the "Clinics & Locations" link will work and they will continue to show information for the site you have selected until you click on the "Clinics & Locations" link again. When you do, the site will be deselected and the links above will not work until you have selected another site from the list.

If at any time, as an administrative user, you forget which site you are viewing in detail you can refer to two places to remind you:

The top banner, under the Xecan logo.

And, the "Clinic and Locations" section of the left banner, located below the "Logout" link.



Enrollment

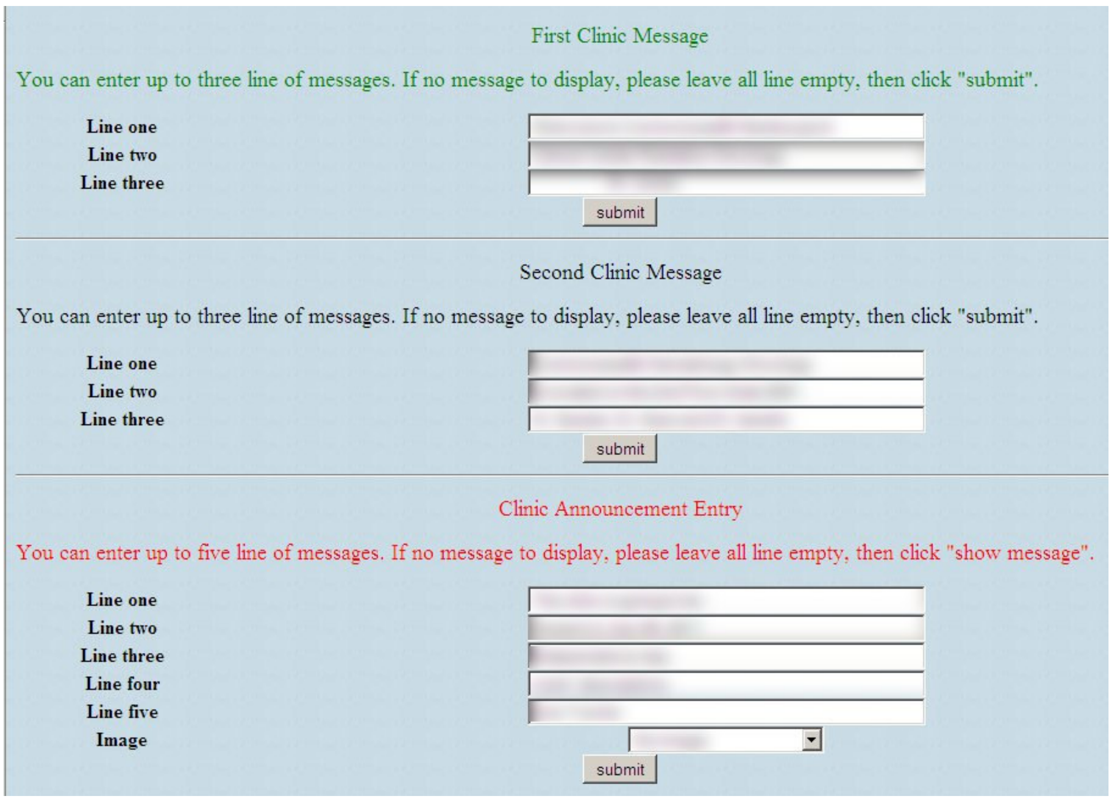
This page is used to track users and assets.

Profile

This page controls settings on the user account that is logged in right now. You may change your account password, security question and answer, and the email address associated with this account.

Clinic Announcement screen

This is a hidden page used to control customizable announcements on the greeting screen. Use Internet Explorer to go to “http://<adress of station>/readerAgent/infoBoard.jsp”. Case is important, so please enter the address exactly.



These messages will appear on the greeting screen about a minute after they are submitted. They will continue to be displayed on a rotating basis until they are changed.

The “First Clinic Message” is usually used to announce the name of the clinic being visited, but can be used for any purpose. You may enter any text you wish for each line, up to three lines. You may also enter leading spaces for cosmetic purposes. When you click submit, the new announcement will be submitted and should be visible in less than one minute.

The “Second Clinic Message” is usually used to announce the location or address of the clinic, but can also be used for any purpose. It works precisely the same as the First Clinic Message, and it has its own submit button. When you click the submit button the new announcement will be submitted, and should be visible in less than one minute.

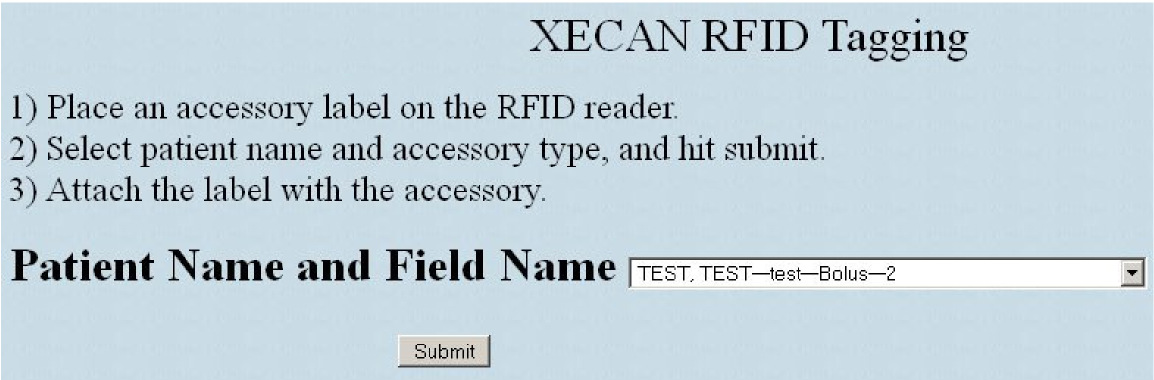
The “Clinic Announcement Entry” is the most frequently changed message on the greeting screen and is most frequently used for announcing holiday closures or season’s greetings. You may enter up to five lines of text, and select a picture from the list of images. After you click the submit button the message will be submitted and should be visible in less than one minute.

Tagging station

This page is the interface for modifying tags. It is mostly used for tagging patient ID onto accessories (like ‘bolus’) so that they match when the patient is being treated. First, use a web browser to go to this address: http://<gateway address>/readerAgent/accessory.jsp (Please be careful to type this in exactly, and note that the address is case sensitive.) You will see a very simple web page. To use it, place the tag to be written on the tagging platform, and then select the patient name and field name from the list box. Click 

when ready to write the tag. After a few seconds the screen will report success. You may now remove the tag and restart the process to write another one.

Important! Please make sure only the tag being programmed is near the station. (No patient or staff tags should be in the area.)



Section 2: RFID Badges

RFID Patient Tag Storage

New or returned RFID badges MUST be stored in the static shielding bags provided by XECAN. Please DO NOT leave RFID patient tags anywhere else in the clinic.

Limit to number of RFID Patient Tags allowed in one room

The only place multiple patients' badges should be during a visit is in the reception area. Only one patient should be allowed at a time in the Exam, Simulation, or Treatment rooms in order to guarantee that the correct chart is displayed.

Registration with an RFID badge

The XECAN logo of the RFID badge must be front-facing. There is a six digit tagID printed on the top right corner of each RFID badge. During registration, one needs to enter that ID into the "RFID" field of the MOSAIQ patient profile as shown in Figure 1. If a user loses his/her badge, a new RFID badge can be assigned to the user by entering a new ID.

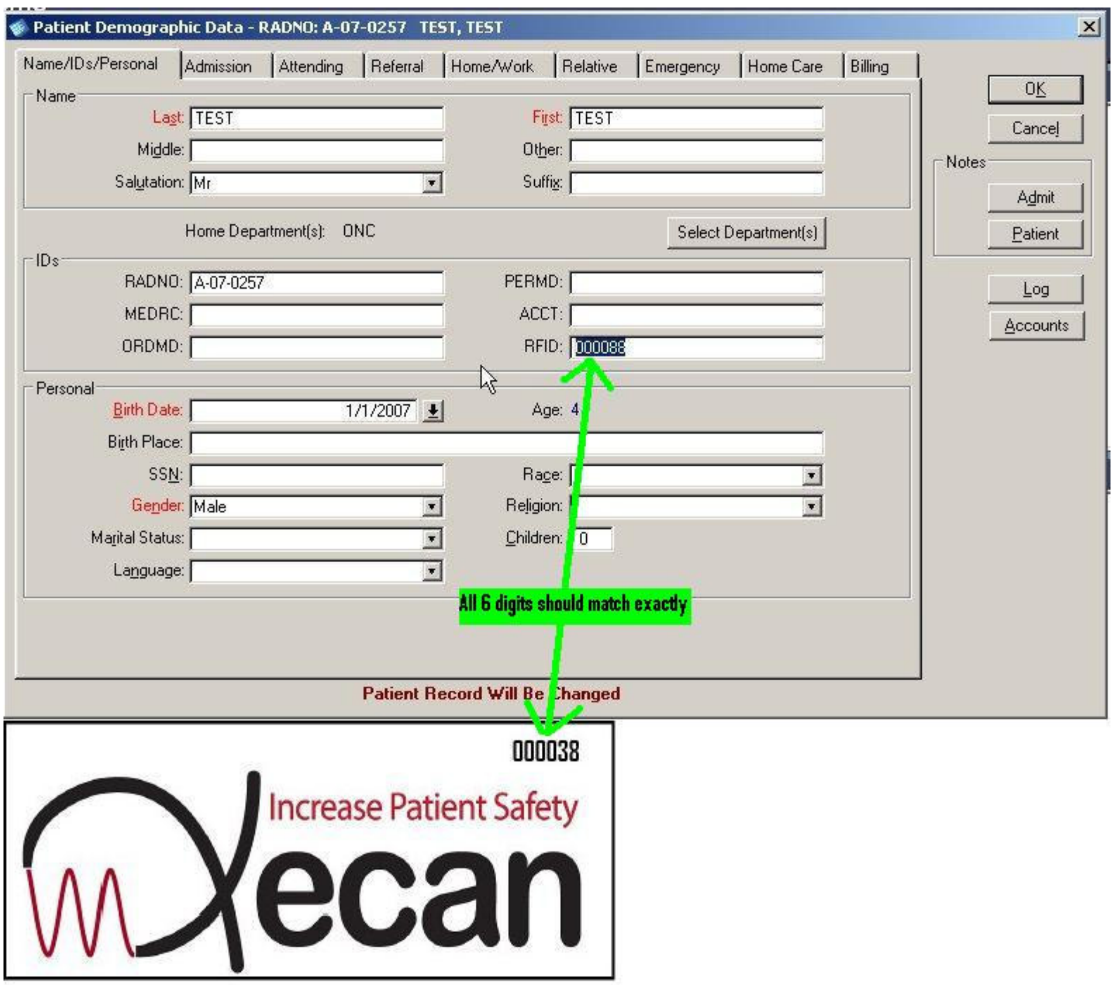


Figure 1. MOSAIQ patient tag registration

Vault Treatment Processing

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When a patient enters the treatment vault with a RFID badge, his/her treatment chart will be opened automatically in seconds. The therapist needs to finish the screen flow on MOSAIQ to see the status change from “Q” to “C”.

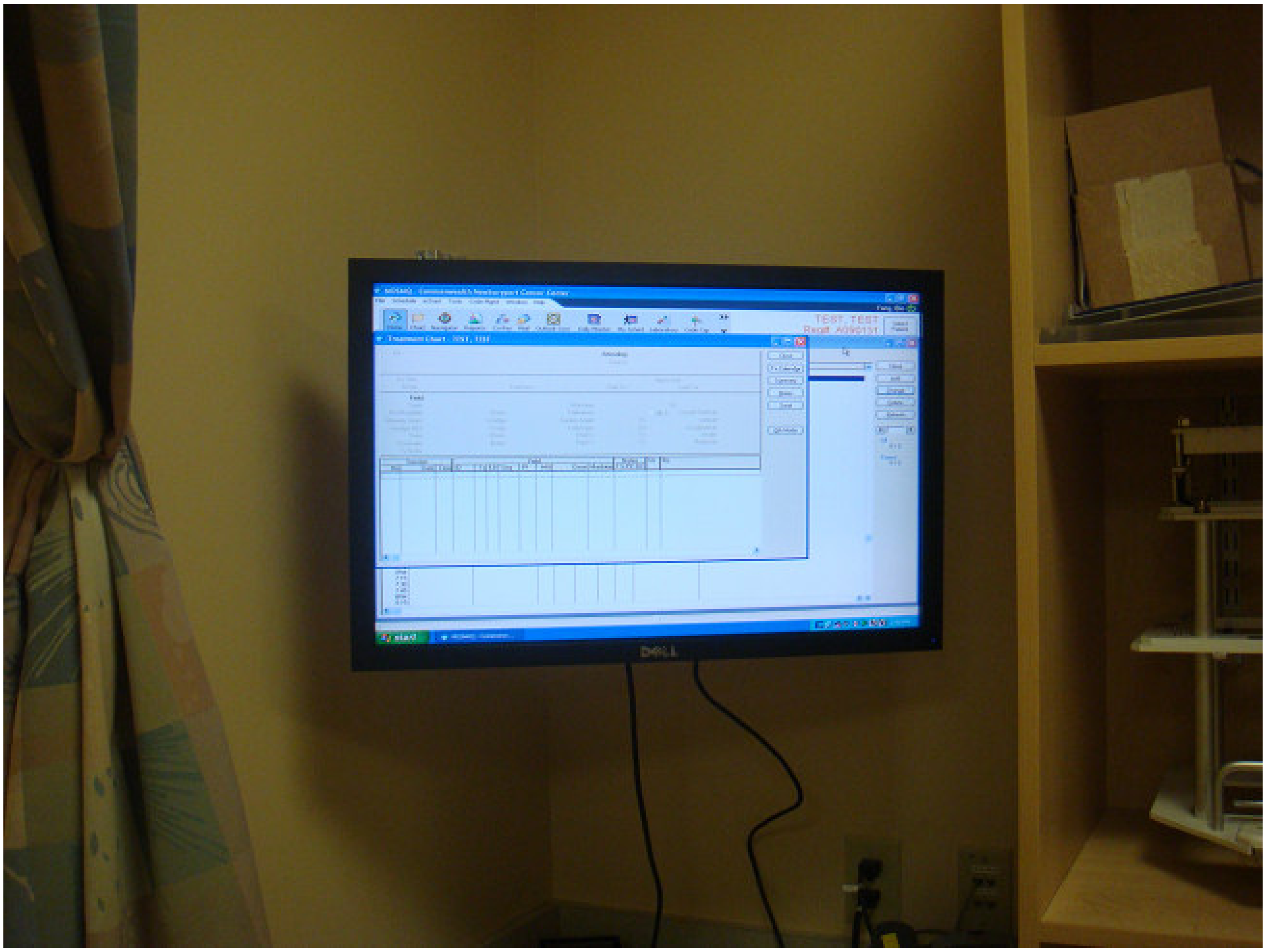

Figure 2. MOSAIQ patient chart opening in treatment vault.

PART TWO - PATIENT GUIDE

Receiving Patient RFID Badge

When signing up, each patient receives an RFID patient badge.

Wearing Patient Badge

The Patient should wear their patient badge every time they come in for treatment. The XECAN logo image should face out and be visible when worn as shown in the following figure 4.

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Figure 4. The Xecan logo should face out at all times.

Ensure Personal Greeting is Working

The reader will detect a patient badge within 15 seconds of the patient's arrival. If nothing happens or the name is incorrect, the patient should inform the receptionist.

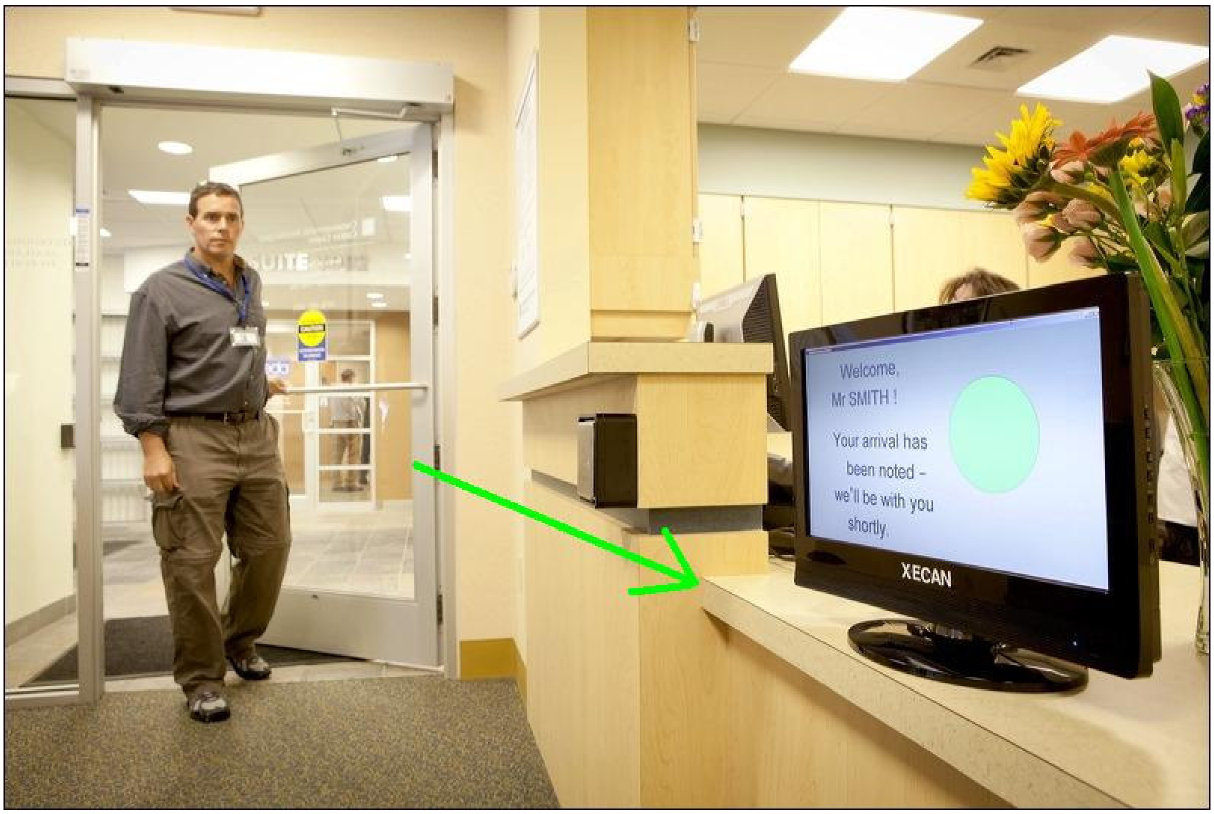

Figure 5. Patient welcome and queuing screen.

Returning Patient Tags after Treatment Completion

Patients should return the patient badges to the receptionist after their final treatment.

PART THREE – TROUBLE SHOOTING

System is Not Queuing Patients or Not Opening Patient Charts.

Advise patient to move the tag slightly away from their body for 5 seconds. If nothing occurs and/or system still is not working in 15 seconds, please email or call XECAN tech support.

If the patient chart fails to open, please restart MOSAIQ and close other window frames if any are open.

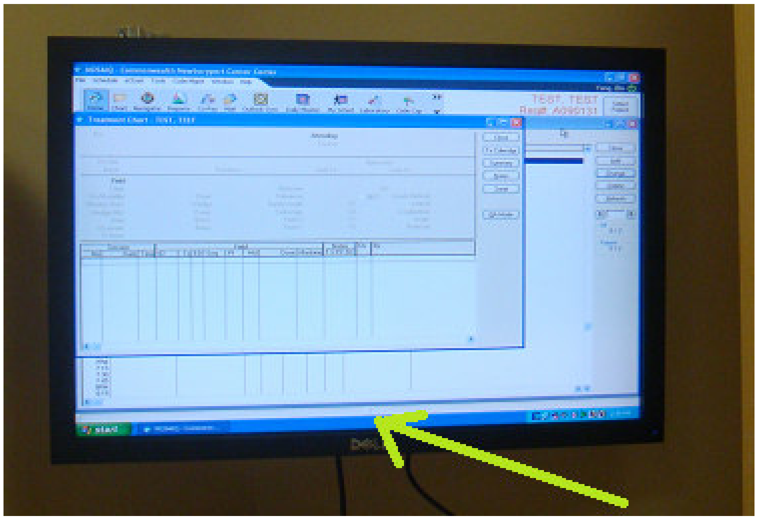

Figure 6. Close all other frames.